

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>		Number: 1042-154
SUBJECT: Advisory Committee on Minority Farmers	DATE: December 2, 2009	
	OPI: Departmental Management	

1. AUTHORITY

The Advisory Committee on Minority Farmers (Committee) is established in the Department of Agriculture (USDA) pursuant to section 14008 of the Food Conservation, and Energy Act of 2008, Pub. L. 110-246, 122 Stat. 1651, 2208 (7 U.S.C. 2279 note).

2. PURPOSE

- a. The purposes of the Committee are to advise the Secretary of Agriculture on the administration of the Outreach and Assistance for Socially Disadvantaged Farmers and Ranchers Competitive Grants Program, to advise the Secretary on how to increase participation of socially disadvantaged farmers and ranchers in USDA programs, and to advise the Secretary about civil rights activities of USDA as such activities affect USDA programs.
- b. It is in the public interest for the Committee to be established because socially disadvantaged farmers and ranchers have historically not had equal access to USDA programs, and the Committee has the opportunity to facilitate an exchange of views and information between socially disadvantaged farmers and ranchers and USDA. It is anticipated that this will result in increased participation by socially disadvantaged farmers and ranchers in USDA programs, and contribute to the effectiveness of those programs.

3. SPECIAL INSTRUCTIONS

- a. In accordance with USDA regulations, unless renewed, the Committee will terminate 2 years from the date of filing of the charter.
- b. This regulation establishes the charter for the Advisory Committee on Minority Farmers.

#### 4. MEMBERSHIP

- a. Members shall be appointed by the Secretary for 2-year terms. The Committee shall be composed of not more than 15 members and shall include:
  - (1) Not less than four socially disadvantaged farmers or ranchers;
  - (2) Not less than two representatives of nonprofit organizations with a history of working with socially disadvantaged farmers or ranchers;
  - (3) Not less than two civil rights professionals;
  - (4) Not less than two representatives of institutions of higher education with demonstrated experience working with socially disadvantaged farmers or ranchers;
  - (5) Such other persons as the Secretary considers appropriate; and
  - (6) The Committee Chair, who shall be the Assistant Secretary for Administration.
- b. The Secretary may appoint employees of USDA as the Secretary considers appropriate to serve as ex-officio members of the Committee.
- c. Equal opportunity practices in accordance with USDA policies will be followed in all appointments to the Committee. To ensure that the recommendations of the Committee take into account the needs of the diverse groups served by USDA, membership shall include, to the extent possible, individuals with demonstrated ability to represent minorities, women, and persons with disabilities.

#### 5. DESIGNATED FEDERAL OFFICER

The Director of the USDA Office of Advocacy and Outreach shall serve as the Designated Federal Officer (DFO) pursuant to sections 10(e) and (f) of the Federal Advisory Committee Act, 5 U.S.C. App. II. The DFO shall:

- a. Approve or call all of the Committee and subcommittee meetings;
- b. Prepare and approve all meeting agendas;
- c. Attend all Committee and subcommittee meetings; and
- d. Adjourn any meeting when he or she determines adjournment to be in the public interest.

- e. When directed by the Assistant Secretary for Administration, chair the Committee.

## 6. DUTIES OF COMMITTEE

The duties of the Committee are solely advisory. Specifically, the Committee shall advise the Secretary on:

- a. The implementation of section 2501 of the Food, Agriculture, Conservation, and Trade Act of 1990 (7 U.S.C. 2279);
- b. Methods of maximizing the participation of socially disadvantaged farmers or ranchers in USDA programs; and
- c. Civil rights activities within USDA as such activities relate to participants in USDA programs.

## 7. ESTIMATED ANNUAL OPERATING COSTS

- a. Members of the Committee shall serve without compensation, but with reimbursement of travel expenses and per diem in lieu of subsistence.
- b. Annual operating costs are estimated at \$80,000. Annual Federal staff support is estimated at 1 staff year.

## 8. NUMBER AND FREQUENCY OF MEETINGS

It is anticipated that the Committee will meet at the request of the Secretary. All meetings will be open to the public.

## 9. SUPPORT AND REPORTING

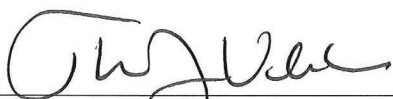
- a. Support for the Committee will be provided by the Office of Advocacy and Outreach within Departmental Management.
- b. The Committee will report to the Secretary of Agriculture.

## 10. SUBCOMMITTEES

The committee chair has authority to create subcommittees that shall report back to the committee. The DFO shall work with all subcommittees to ensure that appropriate procedures are followed and that sub-committee efforts are fully coordinated and vetted with the parent committee.

## 11. RECORDKEEPING

Records of the Committee, formally and informally established subcommittees, or other subgroups of the Committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.



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Thomas J. Vilsack  
Secretary

12/3/09

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Date